

United States Department of Transportation Federal Motor Carrier Safety Administration

Fiscal Year 2014 – Commercial Driver’s License Program Implementation Grants Notice of Funding Availability

The United States Department of Transportation’s (US DOT) Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2014 Commercial Driver’s License Program Implementation (CDLPI) grants funding opportunity. This document will assist you by providing important information about the CDLPI grants, including the FY 2014 program priorities and critical information related to preparing and submitting a grant application.

All applications **must be submitted and accepted** by Grants.gov on or before **February 14, 2014**, by 11:59 P.M. (Eastern Standard Time). Submitting an application into Grants.gov by the deadline does not constitute meeting the final submission requirements.

The Catalog of Federal Domestic Assistance (CFDA) number for CDLPI is 20.232.

Important Changes and Reminders for FY 2014:

- Please review this **entire** Notice of Funding Availability (NOFA) before submitting an application. The NOFA explains application requirements; some of which have changed from previous years.
- All FY 2014 CDLPI applications must be submitted in response to this NOFA.
- The FMCSA **will not** evaluate applications received without the complete set of required forms and attachments (see Section IV for additional information). A “Required Document Checklist” is located in Appendix A. Use of the checklist is strongly encouraged to ensure your application proceeds for further review.
- **All applications must be submitted through Grants.gov by 11:59 P.M. Eastern Standard Time on February 14, 2014.** Applications received after this time will not be considered. Due to potential connectivity or unforeseeable technical issues associated with online submission, FMCSA strongly encourages all Applicants to submit applications well in advance to allow for additional time if needed.
- All Applicants must submit a current FMCSA Administrative Capabilities Questionnaire if one has not already been submitted for FY 2014.
- By submitting an application, the Applicant is agreeing to comply with the FMCSA Financial Assistance Agreement General Provisions and Assurances throughout the grant

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period of performance. This agreement by the Applicant is required to execute the grant agreement and before grant funds are awarded (see Section VI).

- The FMCSA will make award decisions based on the priorities and evaluation criteria listed in this document (See Section V).
- Applications received after the submission deadline will not be considered for funding (see Section IV below.)

If the Applicant does not have a current negotiated indirect cost rate from FMCSA, and FMCSA is the cognizant agency, the Applicant must have an approved indirect cost rate calculation in order to request indirect costs in the budget. Sample indirect cost rate calculations are available at: <http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx>. During the application process, the Applicant is not required to complete the entire indirect cost package proposal identified on FMCSA's website. Rather, the Applicant shall state in their budget narrative that FMCSA is the cognizant agency and then shall only need to calculate an indirect cost rate to serve as a basis for requesting indirect costs. If awarded, the Applicant must submit a complete Indirect Cost Proposal (ICP) package to FMCSA's Office of the Chief Financial Officer within 90 days of the start date of the award. **If the ICP is not received within 90 days of the start date, the grantee will not be reimbursed at any time for any indirect cost expenses incurred under the award.**

- The Commercial Driver’s License Testing and Commercial Learner’s Permit (CLP) Standards final rule (Docket No. FMCSA-2007-27659) amended the CDL knowledge and skills testing standards and established new minimum Federal standards for States to issue the CLP. Specifically, States must be in compliance with the requirements in subpart B of 49 Code of Federal Regulations (CFR) Part 384 by July 8, 2015, extended from the rule’s original compliance due date of July 8, 2014. The FMCSA strongly urges States to take this deadline into account when submitting applications for FY 2014 funding.
- The Moving Ahead for Progress in the 21st Century (MAP-21) specifies that the Secretary of USDOT requires States, as a condition for an award of a grant, to provide the Secretary access to all State licensing status and driver history records via an electronic information system.

Section I: Funding Opportunity Description

The FMCSA announces the availability of CDLPI funding as authorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. No. 109-59, §§ 4101(c)(1), 4124, 119 Stat. 1144, 1715, 1736-37 (2005) as amended by Moving Ahead for Progress in the 21st Century (MAP-21), Pub. L. No. 112-141, §§ 31313 and 32604(c)(1) (2012). The CDLPI program is governed by 49 U.S.C. 31311.

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The FMCSA will award grants under this announcement in three separate categories:

- i. Basic CDLPI grants – at least 80% of available funds (estimated at \$24,000,000 in FY 2014) to States to achieve the Program Goals (listed below).
- ii. High Priority grants – up to 10% of available funds (estimated at \$3,000,000 in FY 2014) to States, local governments, and other persons for projects involving research, development, demonstration projects, public education, and other special activities and projects relating to commercial driver licensing and motor vehicle safety that are of benefit to all jurisdictions of the United States or are designed to address national safety concerns and circumstances.
- iii. Emerging Issues grants – up to 10% of available funds (estimated at \$3,000,000 in FY 2014) to States, local governments, and other persons to address emerging issues relating to commercial driver's license program implementation.

NOTE: All applications must support a public purpose. The FMCSA cannot award funds to individuals for personal gain (such as obtaining the specialized training required for CDL licensing) or to private businesses for direct financial gain that does not provide a benefit to the national CDL program (such as purchasing a new tractor-trailer for a driving school).

The FMCSA will consider applications received from State Driver Licensing Agencies (SDLA) to be for Basic CDLPI grant funding unless the application specifically indicates otherwise. The FMCSA will assign applications received from non-State organizations as either High Priority or Emerging Issues proposals based on FMCSA’s determination of the appropriate category.

Program Goals – FY 2014 National Priorities:

FMCSA’s goal is to reduce the number of crashes and fatalities involving large trucks and buses. To this end, the national priority for the FY 2014 CDLPI grant program is for participants to achieve compliance with the Commercial Motor Vehicle Safety Act of 1986 (CMVSA) and its amending legislation, including the Motor Carrier Safety Improvement Act of 1999 (MCSIA), SAFETEA-LU, and MAP-21, and with the elements of 49 CFR Parts 383 and 384, as required by 49 U.S.C. 31311 and 31313.

Priority will be given to applications that will enable States to achieve either full compliance or, in the case of a State that is making a good faith effort toward substantial compliance with the requirements of sections 31311 and 31313, to improve the implementation of its commercial driver’s license program. In accordance with the requirements of 49 U.S.C. § 31311(d), States must submit a plan to the Secretary for complying with the requirements listed in 49 U.S.C. § 31311(a) during the period beginning on the date of the plan and ending on September 30, 2016. (See Appendix C for a copy of this legislation.) The plan must identify 1) the actions that the State will take to address any deficiencies in the State’s commercial driver’s license program, as identified by the Secretary in the most recent audit of the program, and; 2) other actions necessary to comply with the requirements of 49 U.S.C. § 31311(a). The plan must include an implementation schedule, with priority given to deficiencies that have been

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highlighted by the Secretary as critical. The plan must also include assurances that the State will take the necessary actions to comply with 49 U.S.C. § 31311(a) not later than September 30, 2015.

Existing or repeat findings shown in the Automated Compliance Review System and proposed strategies for mitigating those findings should be reflected in the State’s proposal and assessment of its program (see additional information in Section IV below). No single finding or compliance issue is more important than any other. The FMCSA will incorporate the Applicant’s needs assessment in its review of the Applicant’s proposal.

For Basic CDLPI grants, FMCSA anticipates that Applicants will also request funding to assist in the implementation of new requirements such as the CLP final rule described in the Important Changes and Reminders section above.

All applicants should be mindful that the CDLPI grant program is not intended to supplement ongoing operational costs of State CDL programs. Applications for annually recurring State costs, especially similar costs provided for under previous grant awards, will receive a lower priority than those associated with compliance issues or innovative CDL program improvements.

For the High Priority and Emerging Issues grants, FMCSA will consider applications from States, local governments, and other persons that include, but are not limited to 1) providing training and/or technical assistance; 2) facilitating the timeliness, accuracy and completeness of data exchange; 3) offering direct guidance or consultation to CDL stakeholders on best practices, national issues, etc.; and 4) supporting national CDL stakeholder meetings. NOTE: costs incurred for an event not scheduled to occur until FY 2015 can be funded with FY 2014 grant monies provided the event requires substantial pre-event planning and preparation.

Section II: Award Information

Available Funding:

- For FY 2014, FMCSA anticipates awarding a total of \$30,000,000 in CDLPI funding, subject to availability of funds.
- The Federal share of all funds awarded under this grant program is established by MAP-21 as 100 percent. There are no matching or cost-sharing requirements.
- Applicants may not receive the full amount requested. The FMCSA may contact the Applicant directly if the award amount is expected to be less than the amount requested, to ensure that the project will remain feasible despite the reduced funding.
- If an Applicant accepts a grant awarded under this program, it is responsible for all project expenses that exceed the awarded amount.

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- The FMCSA expects to announce awards as soon as administratively practicable subject to availability of funds. The grant periods of performance will begin no earlier than the award date of the funds and will be determined by the project plan submitted with the application.

Cost Requirements:

- Costs charged to FMCSA grants must be in accordance with the applicable cost principles for the Grantee type. All reimbursable items *must* be necessary, reasonable, allocable, and allowable to accomplish the goals of the program. These standards are described in the applicable cost principles and administrative requirements:
 - 49 CFR Part 18 and/or 49 CFR Part 19 (depending on the type of Grantee);
 - 2 CFR Part 220 (Cost Principles for Educational Institutions, Office of Management and Budget (OMB) Circular A-21);
 - 2 CFR Part 225 (Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87); and/or
 - 2 CFR Part 230 (Cost Principles for Nonprofit Organizations, OMB Circular A-122).
- The eligibility of specific items is subject to review by FMCSA. For assistance during the pre-application phase, Applicants may contact the FMCSA Grant Management Helpdesk listed in Section VII of this NOFA for guidance on the cost eligibility of activities or items.
- Allowable costs under the CDLPI grant include, but are not limited to, expenses for computer hardware and software, publications, testing, personnel, training, quality control, and assistance in meeting the electronic transmission requirements described in MAP-21 § 32302(e). Applicants may also request funding for planning costs or activities associated with the program plan described above in the National Priorities section of this NOFA. Grants made under this program may not be used to rent, lease, or buy land or buildings.

Section III: Eligibility Information

For Basic CDLPI awards, FMCSA plans to award at least 80% of available funds to State Applicants as described in Section I. These Applicants include agencies in each State, including the District of Columbia, responsible for the development, implementation, and maintenance of all or part of the CDL program or that have a direct impact on a State’s compliance with the provisions of 49 CFR Parts 383 and 384. Agencies other than the lead CDL agency should coordinate, if practical, with the lead CDL agency prior to submitting an application.

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Also, State Applicants must:

- Assume responsibility for adopting and administering State safety laws and regulations that are compatible with the Federal CDL requirements (49 CFR parts 383 and 384). The Secretary of Transportation may make a grant to a State under this program ONLY if it complies with or is making a good faith effort toward substantial compliance with the requirements of 49 USC 31311.
- Access to Records – Per Section 32306 of MAP-21, as a condition of receiving a grant, States must provide the Secretary of Transportation access to all State licensing status and driver history records via an electronic information system, subject to section 2721 of Title 18.
- For High Priority and Emerging Issues funding, eligible Applicants include State (including the District of Columbia) agencies, local governments, or other persons. High Priority grants may be made for 100 percent of the costs of research, development, demonstration projects, public education, and other special activities and projects relating to commercial driver licensing and motor vehicle safety that are of benefit to all jurisdictions of the United States or are designed to address national safety concerns and circumstances. Emerging Issues grants may be made to address emerging issues relating to commercial driver’s license improvements.

Section IV: Submission Information and Application Requirements

Submission Information:

- The FMCSA utilizes Grants.gov (www.grants.gov) for accepting program applications. All FY 2014 applications must be submitted electronically through this site.

To apply, the Applicant first must complete the Grants.gov registration process. To register, go to http://www07.grants.gov/applicants/get_registered.jsp and follow the instructions found on the Grants.gov website by selecting “Get Registered.” Applications that are not submitted electronically through Grants.gov are not eligible to be considered and will not be reviewed.

The registration process can take as long as four weeks. Applicants are encouraged to register as soon as possible. The Grants.gov website provides customer support through its toll-free number, (800) 518-GRANT, or through e-mail at support@grants.gov. The customer support center is open from 7:00 a.m. to 9:00 p.m. Eastern Time, Monday through Friday, except Federal holidays, to address Grants.gov technical issues. The FMCSA does not own or maintain Grants.gov and is therefore unable to provide technical assistance; all technical assistance issues should be directed to Grants.gov.

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- If the designated grant official from an Applicant requires special assistance or accommodation associated with submitting this grant application, methods other than Grants.gov are available. Please contact the FMCSA Grants Management Office if assistance is required (see Section VII for contact information).
- **IMPORTANT:** If the Applicant does not have an active account in the System for Award Management (SAM), possess a valid DUNS number, and is registered in Grants.gov, the Applicant will be unable to process their application through Grants.gov. There are instances where for the aforementioned reasons or other errors made by an Applicant, Grants.gov will not accept the application. Merely entering an application into Grants.gov does not constitute a successful submission of an application. It must be entered and accepted before the deadline as stated within this NOFA. Extensions to the aforementioned deadline will not be granted; therefore, ensure all Applicant submissions are completed well before that deadline.

Application Changes, Additions or Corrections:

- Modifications to the application will not be accepted after the closing date of this program solicitation. Under some circumstances, changes, additions, or corrections may be necessary to an application submitted to FMCSA via Grants.gov before the specified program solicitation closing date.

Modifications to applications will require a resubmission of the entire application package and the Applicant must first notify the FMCSA Grants Management Office (see Section VII for contact information). Submitting changes to Grants.gov without contacting the help desk could significantly delay your application submission and may result in the application not being reviewed.

Application Package Requirements:

1. SF-424 – Application for Federal Assistance

This is a standard application form for all requests for Federal assistance. This form is available in the Grants.gov application kit.

2. SF-424A – Budget Information for Non-Construction Programs

This is a standard budget form for requests for Federal assistance. This form is available

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in the Grants.gov application kit.

On page 1, the Applicant may indicate up to four (4) projects requested. The Applicant should clearly indicate the title of each project in the boxes provided in Column A. Please indicate \$0.00 in Columns C, D, and F as there are no Applicant-matching requirements for CDLPI funds and because there are no roll-over funds available for these grants.

If there are more than four (4) projects proposed, please submit only the total for all projects on the SF-424A on Grants.gov and then provide the detailed breakdown of each project using the Excel version of the SF-424A form as a supplemental form. Applicants may use as many supplemental forms as needed to provide a breakdown of each project.

The Excel version of the SF-424A is located on the Grantee resources page at:
<http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx>

On page 1A, please clearly indicate up to four (4) projects listed on page 1 in Rows 1-4 (if applicable) and then fill in the appropriate object class categories in Rows A-K. Complete the remaining pages as appropriate.

If the Applicant feels that an additional budget worksheet is necessary to further explain estimated costs, attach a budget document to the Attachments Form (explained in #6 below). Attached budgets should be pre-formatted to print on standard, letter-sized paper. If the Applicant attaches budget worksheets for multiple projects under the same grant application, each project should be clearly distinguished in the document.

3. SF-424B – Assurances for Non-Construction Programs

This is a standard assurances form associated with accepting Federal assistance funds. This document indicates that the Applicant organization is in substantial compliance with various programs, regulations, and Federal laws. This document should not be completed without confirmation from the appropriate agency or State official that the Applicant organization is indeed compliant. This form is available in the Grants.gov application kit.

The FMCSA and other applicable Federal agencies reserve the right to request further information and/or conduct an audit to confirm compliance as indicated on this form, as provided for in the United States Code or the Code of Federal Regulations.

4. Grants.Gov Lobbying Form

This form allows applicants to indicate that they do not engage in lobbying activity. This form is available in the Grants.gov application kit.

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5. SF-LLL – Disclosure of Lobbying Activities

This form requests information related to the lobbying activities of the Applicant. If an applicant conducts lobbying activities, the activities must be indicated on the SF-LLL. This form is available in the Grants.gov application kit.

IMPORTANT: If an applicant completes the Grants.Gov Lobbying Form, the SF-LLL is not required.

6. Key Contacts Form

This form requests contact information for the: 1) designated Authorized Designated Official, 2) Principal Investigator or Program Director; and 3) Financial Official. This form is available in the Grants.gov application kit. Annotate on the form if the same individual is responsible for multiple roles.

- **Authorized Designated Official** (Authorized Signer): This individual is authorized to sign a grant award on behalf of the organization. This individual is typically the head of the organization or a designee (e.g., Colonel, Director, Commissioner, etc.).
- **Principal Investigator or Program Director** (Program/Project Manager): This individual has daily program implementation oversight. This role is typically performed by a project/program manager (e.g., Unit Commander, Project Coordinator, etc.)
- **Financial Officer** (Grants Manager): This individual is responsible for monitoring grant program finances and providing clarification on financial information such as budget details, Single Audits, invoice support documentation, etc. This role is typically performed by a grant, finance, or administrative/program specialist.

7. Attachment Form

This form is used to submit supplemental attachments to support the grant application. This form is available in the Grants.gov application kit. Applications received without the complete set of required forms will not be evaluated until all forms are received.

IMPORTANT: Attachment file names must be limited to the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. **Using any other characters for attachment file names will cause the application to be rejected.**

8. Project Narrative

The Project Narrative must include the required proposal elements: Problem Statement, Project Goal(s) and Objective(s), Work Plan, Evaluation or Monitoring Plan, and Organizational Capacity. See Section V for additional Project Narrative guidance. The

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Applicant must generate and attach the project narrative to the Grants.gov application package.

9. Budget Narrative

The Budget Narrative must thoroughly and clearly justify and explain each Budget Category on the SF-424A. See Section V for additional Budget Narrative guidance and Appendix B for a Budget Narrative Guidance. The Applicant must generate and attach the Budget Narrative to the Grants.gov application package.

10. Indirect Cost Rate Information

If the Applicant is claiming indirect costs, a copy of the Applicant’s signed current approved indirect cost rate from the cognizant Federal agency must be included in the application. The Applicant must attach the indirect cost rate to the Grants.gov application package.

11. FMCSA Administrative Capability Questionnaire

This questionnaire allows the State to self-certify its administrative infrastructure, policies, and resources for FMCSA to assess the adequacy of administrative management systems. The Applicant must complete the questionnaire and attach it to the Grants.gov application package. The questionnaire is located within the Grants.gov “Full Announcement” tab. All Applicants must submit a current FMCSA Administrative Capabilities Questionnaire if one has not already been submitted for FY 2014.

12. Program Evaluation/Needs Assessment (if applicable)

Applications from State agencies must include a CDL program self-assessment; the assessment can be incorporated as a part of the proposal’s project narrative or submitted as a stand-alone document. This requirement applies to State agencies only; if the Applicant is not the primary CDL agency, this document should be coordinated with the lead agency. The program evaluation and needs assessment should focus on the State’s progress towards compliance with 49 CFR Parts 383 and 384 based on previously-identified deficiencies, and should also describe any expected planning or activities that will be necessary to address upcoming regulatory requirements. **NOTE: Applications that do not incorporate this information will not be considered for funding for other CDLPI-eligible costs and activities.** The assessment should be as comprehensive as possible, and must indicate the total number of noncommercial AND the total number of commercial driver’s licenses issued annually, listed separately by type. The program evaluation should **NOT** provide a general history of the State’s CDL program or other information that is not directly related to the State’s application or its good faith effort towards substantial compliance.

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Additional Information on the Indirect Cost Rate (IDCR):

- **When FMCSA is not the cognizant Federal agency:** The Applicant must have a basis for requesting indirect costs in the application budget. The Applicant must use the current indirect cost rate approved by its cognizant Federal agency (the agency that provides the most direct funds). If the Applicant wishes to budget an indirect cost rate but does not have a current approved rate agreement, the Applicant must contact their cognizant federal agency to obtain an approved indirect cost rate. The Applicant must either submit documentation with their application from the cognizant agency with an approved rate or a letter from their cognizant agency that the approval request is under review by that agency.

If awarded, the Applicant will be required to produce an approved indirect cost rate agreement or a confirming letter stating from the cognizant agency in order to recover indirect costs. If the Applicant is unable to obtain an approved rate from its cognizant agency, the Applicant is not permitted indirect cost reimbursement. Rather, the Applicant shall only be reimbursed for allowable direct costs. Violation of Cost Accounting Standards is not permitted when re-budgeting or charging costs to awards.

- **When FMCSA is the cognizant Federal agency:** If the Applicant does not have a current negotiated rate from FMCSA, and FMCSA is the cognizant agency, the Applicant must have an approved indirect cost rate calculation in order to request indirect costs in the budget.

Sample indirect cost rate calculations are available at:

<http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx>

During the application process, the Applicant is not required to complete the entire indirect cost package proposal identified on FMCSA's website. Rather, the Applicant shall state in their budget narrative that FMCSA is the cognizant agency and then shall only need to calculate an indirect cost rate to serve as a basis for requesting indirect costs. If awarded, the Applicant must submit a complete Indirect Cost Proposal (ICP) package to FMCSA's Office of the Chief Financial Officer in within 90 days of the start date of the award. If the ICP is not received within 90 days of the start date, the grantee will not be reimbursed at any time for any indirect cost expenses incurred under the award.

- **Retroactive Requests:** FMCSA will not approve requests for either indirect cost rate proposals or indirect cost reimbursements after the period of performance has expired under an award agreement. Before FMCSA will pay any reimbursements for indirect costs, a current and approved indirect cost rate agreement must be in force. FMCSA will not approve reimbursement requests for indirect costs if an approved indirect cost rate agreement is not in force for the period of time that the

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indirect cost expenses are incurred.

- **Budget Placeholder:** During such time that an Applicant or grantee is negotiating an indirect cost rate agreement with their cognizant agency, an estimated indirect costs rate may be included in the application as a budget placeholder. Reimbursement **will only be approved** if the current approved indirect cost rate agreement is received within the current period of performance or the following ninety (90) days of liquidation, unless FMCSA provides the grantee an extension to the liquidation period, which ever applies.

The FMCSA advises that:

- The Applicant should attach any supplemental information that it believes will support the proposal. However, the Applicant should limit the information provided to FMCSA to what is needed to evaluate the proposed projects. Descriptions of problems and proposed solutions should not exceed 3 – 4 pages in length unless they involve the most complicated of issues.
- Budgets and other information in charts or spreadsheets should be pre-formatted for printing on standard size copy paper.
- This program solicitation is intended for informational purposes and reflects current planning. If there is any inconsistency between the information contained herein and the terms of any resulting funding agreement, the terms of the funding agreement are controlling.
- FMCSA is not responsible for any monies expended by the Applicant prior to the award of any funding agreement.
- This program solicitation is not an offer by FMCSA and does not obligate FMCSA to make any specific number of awards. Also, awards under this program are contingent upon the availability of funds.
- Unsolicited applications will not be accepted.

Section V: Application Review Information

The FMCSA will review all application packages for FY 2014 CDLPI funding for timeliness, completeness, eligibility, allocability, reasonableness, and necessity. The FMCSA will evaluate each of the required proposal elements: Problem Statement, Project Goal(s) and Objective(s), Work Plan, Evaluation or Monitoring Plan, Organizational Capacity, and the Budget Narrative. Reviewers will consider the below criteria and questions when reviewing each application.

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Project Narrative Guidance:

The Project Narrative explains the need for the project(s) (Problem Statement), Project Goal(s) and Objective(s), Work Plan (proposed tasks), an Evaluation or Monitoring Plan, and an how the Applicant has the expertise to implement the project(s) (Organizational Capacity). A well-developed Project Narrative clearly shows how the project(s) meets or exceeds objectives in this announcement. The FMCSA strongly encourages Applicants to submit their Project Narrative in this format. Components of a Project Narrative include:

1. **Problem Statement:** This section describes the unmet needs the Applicant intends to address. Applicants should describe the problem and provide supporting data whenever possible. Applicants should compare data to a baseline whenever possible. All data must be properly cited and clearly presented to minimize the need for additional validation;

In reviewing the Problem Statement, FMCSA will consider the extent to which the Applicant has demonstrated knowledge of the problems associated with the CDLPI and clearly identified the barriers to successfully meeting the national NOFA priorities.

The FMCSA may consider any or all of the following criteria in its evaluation:

- How well does the application support applicable statutory and program requirements?
- Does the application provide data to support the need or problem it proposes to mitigate?
- How well does the data support the CDLPI activities?
- How well is the data quantified?
- Are the data sources identified and appropriate for the purposes used? To what extent?
- Does the application establish baseline measures or benchmarks to describe the problem statement? To what extent?

2. **Project Goal(s) and Objective(s):** This section establishes the outcome-based project goals and objectives and directly addresses the problem statement. The Applicant should establish goals and objectives that are performance-based in nature and linked to increased highway safety, rather than simply identifying counts of specific activities. Objectives must be specific, measurable results expected within a particular performance period. This section may explain broad themes for proposed actions and should reflect reasonable choices among alternative paths, but not identify or explain specific activities.

In reviewing the Project Goals and Objectives, FMCSA will consider the extent to which the Applicant describes sound program goals and objectives that are specific, measurable, and can likely be achieved during the grant period of performance. The FMCSA will also consider the extent to which the Applicant thoroughly explains why it selected the project goals and objectives to address the need(s) established in the Problem Statement.

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The FMCSA may consider any or all of the following questions in its evaluation:

- How well does the project goal address the FY 2014 CDLPI national priorities?
- How well does the project goal address the Applicant’s problem statement?
- How well does the application establish project objectives that are measureable using the data sources identified?
- How well does the application establish project objectives that are reasonable and feasible in their scope?

3. **Work Plan (Proposed Tasks):** This section describes the various tasks and program activities the Applicant proposes to carry out using grant funds to accomplish the objectives and mitigate issues identified in the problem statement. The Work Plan must include a description of the site(s) where the work will be performed, the duration of each proposed task or activity, a list of required goods or services, the number of personnel necessary to conduct the activities, and the entire time schedule for the effort. The level of detail will vary according to the project, but should be concise and sufficient to support the project goal and justify the funding requested in the budget.

The FMCSA may consider any or all of the following questions in its evaluation:

- How well does the application describe tasks and activities that will help achieve the project objectives and mitigate the problem identified?
- How well does the application describe the sites where the activities will be conducted?
- How well does the application describe specific goods, services, and individuals or organizations necessary for the completion of tasks to support the project goal?
- How well does the application establish detailed and feasible timelines for each proposed task or activity?
- How well does the application identify implementation challenges and describe how the Applicant may overcome them?
- How well does the application describe innovative or creative approaches to implementing the program (if applicable)?

4. **Evaluation or Monitoring Plan:** This section explains how the Applicant will monitor program strategies to ensure they are being implemented as designed and achieve desired results. Applicants should use the same program performance goals established earlier in the application and how they plan to measure the effectiveness of each activity and strategy, such as using incremental benchmarks for a multi-phased strategy to determine whether targets/milestones were met. Applicants should also identify process evaluation measures that describe how their organization will remain focused on implementing a quality program on time and within budget. Finally, Applicants should provide additional information regarding the types of measures that will be used to document the success of the proposed project.

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The following factors may be used by the Applicant to evaluate performance:

- Baseline data compared to new results;
- Effectiveness of strategies and activities;
- Monitoring plan and adjustments, as appropriate; and
- Data for quarterly reports or annual update.

The FMCSA may consider any or all of the following questions in its evaluation:

- How well does the application describe an Evaluation/Monitoring Plan that assesses the overall performance of the proposed project?
- How well does the application utilize iterative performance measures that are quantifiable, time-specific, and realistic?
- How well does the application describe the performance measures that support the project outcome goals?
- Does the application include data sources that are relevant to completing the evaluation? To what extent?

- 5. Organizational Capacity:** This section demonstrates that the Applicant has the expertise to successfully implement the stated strategies and attain stated goal(s). This section includes information related to the Applicant’s organizational goals, mission statement, structure, and other information relevant to the proposed project. The Applicant should also include a description of the scope of current activities as well as key elements of previous and/or other motor carrier or highway safety programs. It is also appropriate to reference any past performance descriptions and/or operating certifications/accreditations.

The FMCSA may consider any or all of the following questions in its evaluation:

- How well does the Applicant describe its organization, mission, and infrastructure?
- How well does the Applicant describe its work on current or past activities for similar projects?
- How well does the Applicant demonstrate its capability to successfully implement the proposed project?

The FMCSA may also consider the following questions:

- How well has the Applicant performed in achieving its goals in prior FMCSA awards?
- How effectively has the Applicant utilized proposed funds in previous grants (based on remaining, unexpended balances at the end of similar efforts in previous grants)?
- What is the actual or estimated amount of funds available for expenditure from previously issued grants for projects similar to those in the application?

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Budget Narrative Guidance:

This section describes the costs necessary to complete the proposed tasks and achieve the project goal. The Budget Narrative should thoroughly and clearly explain and justify each budget category (Object Class) from the SF-424A and follow all guidelines and limitations as provided in the application package. See Appendix B for a Budget Narrative Guidance.

The budget narrative should be clear, specific, detailed, and mathematically correct; it should correspond to the SF-424A. A well-written Budget Narrative allows the Applicant and FMCSA to understand all costs included in the budget and determine whether items are allowable for reimbursement. Where appropriate, costs per unit will be calculated and compared with national averages to determine cost-effectiveness. As appropriate, proposed costs will be compared with historical information to confirm reasonableness.

The FMCSA may consider any or all of the following questions in its evaluation:

- How well does the application provide clear explanations of the costs associated with each Budget Category (Object Class)?
- How well does the Budget Narrative support the funds requested on the SF-424A?
- How accurate are the mathematical computations in the Narrative and the SF-424A?
- How well does the application demonstrate a cost-effective approach that will provide a demonstrable impact on safety as the result of grant funds?
- Are the costs allowable under the cost principles established in this NOFA and all FMCSA cost eligibility policies?
- Are the costs allocable specifically to the activities proposed by the application?
- Are the costs reasonable in amount and quantity for the activities proposed;
- Are the costs necessary to conduct the activities proposed?
- If applicable, how accurately is an Indirect Cost Rate (IDCR) applied to the Budget?
- If applicable, how accurately are fringe benefits applied to the Budget?

Section VI: Award Administration Information

This is a discretionary grant program. Funding decisions shall depend on the quality and completeness of the information provided. The FMCSA does not have an appeals process for unsuccessful applications for discretionary grant funds.

Upon receipt and approval of the complete CDLPI application package, FMCSA will award funding as soon as administratively practicable. An award recipient may be required to submit a supplemental budget or project narrative based on a partial or modified grant award.

Funding amounts made available for reimbursement may be impacted by limitations placed on the spending authority and appropriations enacted for FMCSA.

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Reporting responsibilities include quarterly program performance status using the Performance Progress Report (SF-PPR). Additional quarterly report information and other required forms and templates is available at: <http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx>

Grantees must agree to the FMCSA Financial Assistance Agreement General Provisions and Assurances before grant funds will be awarded. The agreement general provisions and assurances are available at:
<http://www.fmcsa.dot.gov/documents/chief-counsel/2012/2012-FMCSA-Grant-Provisions.pdf>

Section VII: Agency Contact

Contact your FMCSA Division Office to obtain further information concerning CDLPI requirements, as well as the Federal Motor Carrier Safety Regulations. For general information about CDLPI funding and requirements, please contact the FMCSA Grants Management Office:

By E-mail:

FMCSA_GrantMgmtHelpdesk@dot.gov, or

By Telephone:

(202) 366-0621

Office hours are from 9 a.m. to 5 p.m., Eastern Standard Time, Monday through Friday, except Federal holidays.

By Mail:

U.S. Department of Transportation
Federal Motor Carrier Safety Administration
Grants Management Office
1200 New Jersey Ave, SE, West Building
Washington, DC 20590

Section VIII: Other Information

The FMCSA Grant Programs Website (for Applicant and Grantee Resources):
<http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx>

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Appendix A— Required Documents Checklist

Each document and/or certification is REQUIRED to be considered as being responsive to this announcement. Use of the required documents checklist is strongly encouraged as it ensures your application will proceed forward for further review. The table below lists the documents, location, and a description.

Document Name		Document Description & Location	Document Included	
1	SF-424 Application for Federal Assistance	Standard application form for all requests for Federal assistance. Available in the Grants.gov application kit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	SF-424A Budget Information for Non-Construction Programs	Standard budget form for requests for Federal assistance. Available in the Grants.gov application kit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	SF-424B Assurances for Non-Construction Programs	Standard assurances form associated with accepting Federal assistance funds. This document indicates that the Applicant organization is in substantial compliance with various programs, regulations, and Federal laws. Available in the Grants.gov application kit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	Grants.Gov Lobbying Form	Form that allows Applicants to indicate that they do not engage in lobbying activity. Available in the Grants.gov application kit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	SF-LLL Disclosure of Lobbying Activities (if applicable)	Form that requests information related to the lobbying activities of the Applicant. Available in the Grants.gov application kit. If an Applicant completes the Grants.Gov Lobbying Form, the SF-LLL is not required.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	Key Contacts Form	Form requests contact information for the: 1) designated Authorized Designated Official (authorized signer), 2) Principal Investigator or Program Director (program/project manager); and 3) Financial Official (Grants Manager). This form is available in the Grants.gov application kit. Available in the Grants.gov application kit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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Appendix A— Required Documents Checklist				
Document Name		Document Description & Location	Document Included	
7	Attachment Form	Form used to submit supplemental attachments to support the grant application. Available in the Grants.gov application kit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	Project Narrative	Project Narrative includes: Problem Statement, Project Goal(s) and Objective(s), Work Plan, Evaluation or Monitoring Plan, and Organizational Capacity. Applicant generated and attached to the Grants.gov application package.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9	Budget Narrative	Budget Narrative thoroughly and clearly justify and explain each Budget Category on the SF-424A. Applicant generated and attached to the Grants.gov application package.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10	Indirect Cost Rate Agreement (if applicable)	Applicant’s signed current approved indirect cost rate from the cognizant Federal agency. Attached by the Applicant to the Grants.gov application package.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11	FMCSA Administrative Capability Questionnaire	Applicant self-certification for FMCSA to assess the adequacy of the Applicant’s administrative management systems. Completed by the Applicant and attached to the Grants.gov application package. The questionnaire is located within the Grants.gov “Full Announcement” tab. All Applicants must submit a current FMCSA Administrative Capabilities Questionnaire if one has not already been submitted for FY 2014.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12	Program Evaluation/Needs Assessment (if applicable)	State Applicant program evaluation/needs assessment of the State’s CDL program. Completed by the Applicant and attached to the Grants.gov application package as a separate document or incorporated in the Project Narrative described above. This requirement does not apply to non-State agencies.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Appendix B— Budget Narrative Guidance

What is a Budget Narrative?

The budget narrative explains the “what,” “how” and “why” of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application budget narrative.

What does a Budget Narrative do?

A budget narrative is a narrative explanation of each budget component which supports the costs of the proposed work. The budget narrative should focus on how each budget item is required to achieve the proposed project goals and objectives. It should also justify how budget costs were calculated. The budget narrative should be clear, specific, detailed, and mathematically correct; it should correspond to the SF-424A line items.

The budget narrative is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed budget narrative is an effective management tool; a budget that doesn’t represent a project’s needs makes it difficult to recommend for funding and assess financial performance over the life of the project.

The budget narrative serves a number of critical functions:

- Describes your need for or necessity of an expense;
- Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.
- Helps FMCSA review high-risk cost items to decide funding.

What different types of costs do I need to put in my budget narrative?

1. **Personnel:** Personnel costs are your employee salaries working directly on a project. Include the number and type of personnel, the percentage of time dedicated to the project, hourly wage, and total cost.
2. **Fringe Benefits:** Fringe costs are benefits paid to your employees, including the cost of employer’s share of FICA, health insurance, workers’ compensation, and vacation. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS State Wide Cost Allocation Plan or cognizant agency). Include a description of specific benefits are charged to a project and the benefit percentage.

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3. **Travel:** Travel costs are funds for field work or for travel to professional meetings. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.
4. **Equipment:** Equipment costs only includes those items which are tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Include a description, quantity and unit price for all equipment. If the expense is under the usual threshold of \$5,000 per item, it belongs under “Supplies”. However, if your equipment threshold is below \$5,000, provide an explanation why so FMCSA understands why lower costs items are included in this line.
5. **Supplies:** Supplies are tangible personal property other than equipment. Include the types of property in general terms. It is not necessary to document office supplies in great detail (reams of paper, boxes of paperclips, etc.). A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole. Do include a quantity and unit cost for larger cost supply items such as computers and printers.
6. **Contractual:** Contracts include sub-contractual and consulting costs. Include the rationale for the amount of the costs. You do not need to identify the organization in which you will be subcontracting. You DO need to include the specific contract goods and/or services provided, the related expenses for those goods and services, and how the contract represents a fair market value. Entering the statement “contractual services” shall not be considered as meeting the requirement for completing this section.
7. **Other:** Other direct costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities and/or leased equipment, employee training tuition, etc. You must itemize **ALL** “Other” direct costs.
8. **Indirect Costs (if applicable):** Indirect costs are incurred for common or joint objectives that benefit more than one project. Indirect costs may be both administrative and programmatic. Include a current and fully executed agreement in your application if you are claiming indirect costs. Make sure the rate is applied to the appropriate base in the approved agreement. Please refer to Section IV (Indirect Cost Rate section) for more detailed information on this area.

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Below is a sample budget narrative. Add additional lines to the table, as necessary. Remember to include clear, concise explanations on how you came up with the costs and how the costs are necessary for project success. If you fail to provide a complete a budget narrative, your application may not be considered for funding.

Personnel Budget Narrative (SF-424A, Line 6a)				
Position(s)	# of Staff	% of Time	Hourly Salary/Wage	Total Cost
<i>[Add additional lines, as necessary, especially if you are budgeting personnel overtime costs]</i>				
<i>[Enter explanation of how you came up with the costs and how they are necessary for project success]</i>				

Fringe Benefits Budget Narrative (SF-424A, Line 6b)				
Position(s)	Benefit(s)	Rate	Base Amount	Total Cost
<i>[Add additional lines, as necessary]</i>				
<i>[Enter explanation of how you came up with the costs and how they are necessary for project success]</i>				

Travel Cost Budget Narrative (SF-424A, Line 6c)				
Purpose	# of Staff	Method of Travel	Days	Total Cost
<i>[Add additional lines, as necessary]</i>				
<i>[Enter explanation of how you came up with the costs and how they are necessary for project success]</i>				

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Equipment Cost Budget Narrative (SF-424A, Line 6d)			
Item Name	# of Items	Cost per Item	Total Cost
<i>[Add additional lines, as necessary]</i>			
<i>[Enter explanation of how you came up with the costs and how they are necessary for project success]</i>			

Supplies Cost Budget Narrative (SF-424A, Line 6e)			
Item Name	# of Units	Cost per Unit	Total Cost
<i>[Add additional lines, as necessary]</i>			
<i>[Enter explanation of how you came up with the costs and how they are necessary for project success]</i>			

Contractual Cost Budget Narrative (SF-424A, Line 6f)	
Description of Services	Total Cost
<i>[Add additional lines, as necessary]</i>	
<i>[Enter explanation of how you came up with the costs and how they are necessary for project success]</i>	

Other Cost Budget Narrative (SF-424A, Line 6h)			
Item Name	# of Units	Cost per Unit	Total Cost
<i>[Add additional lines, as necessary]</i>			
<i>[Enter explanation of how you came up with the costs and how they are necessary for project success]</i>			

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Indirect Costs Budget Narrative (SF-424A, Line 6j)— <i>[Choose one of the following options]</i>	
OPTION A: If you have an approved Indirect Cost Rate Agreement	
Name of the Federal agency that issued the agreement:	
What is the approved rate (%)?	
What is the period of time covered by the rate?	
What is the base against which rate is applied? <i>[As specified in the agreement]</i>	
What is the base amount (\$)?	
Enter the rate (%) that will be used:	
Enter the amount (\$) that will be used:	
TOTAL INDIRECT CHARGES	
OPTION B: If you DO NOT have an approved Indirect Cost Rate Agreement	
Enter fixed amount (\$) that will be used:	
TOTAL INDIRECT CHARGES	
OPTION C: No Indirect Cost charges will be used	

APPENDIX C— Program Evaluation/Needs Assessment (if applicable)

49 USC § 31311 - REQUIREMENTS FOR STATE PARTICIPATION

Current through Pub. L. [113-36](#). (See [Public Laws for the current Congress](#).)

(a) General.— To avoid having amounts withheld from apportionment under section [31314](#) of this title, a State shall comply with the following requirements:

- (1) The State shall adopt and carry out a program for testing and ensuring the fitness of individuals to operate commercial motor vehicles consistent with the minimum standards prescribed by the Secretary of Transportation under section [31305 \(a\)](#) of this title.
- (2) The State may issue a commercial driver’s license to an individual only if the individual passes written and driving tests for the operation of a commercial motor vehicle that comply with the minimum standards.
- (3) The State shall have in effect and enforce a law providing that an individual with a blood alcohol concentration level at or above the level established by section [31310 \(a\)](#) of this title when operating a commercial motor vehicle is deemed to be driving under the influence of alcohol.
- (4) The State shall authorize an individual to operate a commercial motor vehicle only by issuing a commercial driver’s license containing the information described in section [31308 \(3\)](#) of this title. ^[1]
- (5) Not later than the time period prescribed by the Secretary by regulation, the State shall notify the Secretary or the operator of the information system under section [31309](#) of this title, as the case may be, of the proposed issuance of the license and other information the Secretary may require to ensure identification of the individual applying for the license.
- (6) Before issuing a commercial driver’s license to an individual or renewing such a license, the State shall request from any other State that has issued a driver’s license to the individual all information about the driving record of the individual.
- (7) Not later than 30 days after issuing a commercial driver’s license, the State shall notify the Secretary or the operator of the information system under section [31309](#) of this title, as the case may be, of the issuance.
- (8) Not later than 10 days after disqualifying the holder of a commercial driver’s license from operating a commercial motor vehicle (or after revoking, suspending, or canceling the license) for at least 60 days, the State shall notify the Secretary or the operator of the information system under section [31309](#) of this title, as the case may be, and the State that issued the license, of the disqualification, revocation, suspension, or cancellation, and the

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violation that resulted in the disqualification, revocation, suspension, or cancellation shall be recorded.

(9) If an individual violates a State or local law on motor vehicle traffic control (except a parking violation) and the individual—

(A) has a commercial driver’s license issued by another State; or

(B) is operating a commercial vehicle without a commercial driver’s license and has a driver’s license issued by another State,
the State in which the violation occurred shall notify a State official designated by the issuing State of the violations not later than 10 days after the date the individual is found to have committed the violation.

(10)

(A) The State may not issue a commercial driver’s license to an individual during a period in which the individual is disqualified from operating a commercial motor vehicle or the individual’s driver’s license is revoked, suspended, or canceled.

(B) The State may not issue a special license or permit (including a provisional or temporary license) to an individual who holds a commercial driver’s license that permits the individual to drive a commercial motor vehicle during a period in which—

(i) the individual is disqualified from operating a commercial motor vehicle; or

(ii) the individual’s driver’s license is revoked, suspended, or canceled.

(11) The State may issue a commercial driver’s license to an individual who has a commercial driver’s license issued by another State only if the individual first returns the driver’s license issued by the other State.

(12)

(A) Except as provided in subparagraphs (B) and (C), the State may issue a commercial driver’s license only to an individual who operates or will operate a commercial motor vehicle and is domiciled in the State.

(B) Under regulations prescribed by the Secretary, the State may issue a commercial driver’s license to an individual who—

(i) operates or will operate a commercial motor vehicle; and

(ii) is not domiciled in a State that issues commercial driver’s licenses.

(C) The State may issue a commercial driver’s license to an individual who—

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(i) operates or will operate a commercial motor vehicle;

(ii) is a member of the active duty military, military reserves, National Guard, active duty United States Coast Guard, or Coast Guard Auxiliary; and

(iii) is not domiciled in the State, but whose temporary or permanent duty station is located in the State.

(13) The State shall impose penalties consistent with this chapter that the State considers appropriate and the Secretary approves for an individual operating a commercial motor vehicle.

(14) The State shall allow an individual to operate a commercial motor vehicle in the State if—

(A) the individual has a commercial driver’s license issued by another State under the minimum standards prescribed by the Secretary under section [31305 \(a\)](#) of this title;

(B) the license is not revoked, suspended, or canceled; and

(C) the individual is not disqualified from operating a commercial motor vehicle.

(15) The State shall disqualify an individual from operating a commercial motor vehicle for the same reasons and time periods for which the Secretary shall disqualify the individual under subsections (b)–(e), (i)(1)(A) and (i)(2) of section [31310](#).

(16)

(A) Before issuing a commercial driver’s license to an individual, the State shall request the Secretary for information from the National Driver Register maintained under chapter [303](#) of this title (after the Secretary decides the Register is operational) on whether the individual—

(i) has been disqualified from operating a motor vehicle (except a commercial motor vehicle);

(ii) has had a license (except a license authorizing the individual to operate a commercial motor vehicle) revoked, suspended, or canceled for cause in the 3-year period ending on the date of application for the commercial driver’s license; or

(iii) has been convicted of an offense specified in section [30304 \(a\)\(3\)](#) of this title.

(B) The State shall give full weight and consideration to that information in deciding whether to issue the individual a commercial driver’s license.

(17) The State shall adopt and enforce regulations prescribed by the Secretary under as [\[2\]](#) 31310(j) of this title.

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(18) The State shall maintain, as part of its driver information system, a record of each violation of a State or local motor vehicle traffic control law while operating a motor vehicle (except a parking violation) for each individual who holds a commercial driver’s license. The record shall be available upon request to the individual, the Secretary, employers, prospective employers, State licensing and law enforcement agencies, and their authorized agents.

(19) The State shall—

(A) record in the driving record of an individual who has a commercial driver’s license issued by the State; and

(B) make available to all authorized persons and governmental entities having access to such record, all information the State receives under paragraph (9) with respect to the individual and every violation by the individual involving a motor vehicle (including a commercial motor vehicle) of a State or local law on traffic control (except a parking violation), not later than 10 days after the date of receipt of such information or the date of such violation, as the case may be. The State may not allow information regarding such violations to be withheld or masked in any way from the record of an individual possessing a commercial driver’s license.

(20) The State shall revoke, suspend, or cancel the commercial driver’s license of an individual in accordance with regulations issued by the Secretary to carry out section [31310 \(g\)](#).

(21) By the date established by the Secretary under section [31309 \(e\)\(4\)](#), the State shall be operating a commercial driver’s license information system that is compatible with the modernized commercial driver’s license information system under section [31309](#).

(22) The State shall report a conviction of a foreign commercial driver by that State to the Federal Convictions and Withdrawal Database, or another information system designated by the Secretary to record the convictions. A report shall include—

(A) for a driver holding a foreign commercial driver’s license—

(i) each conviction relating to the operation of a commercial motor vehicle; and

(ii) each conviction relating to the operation of a non-commercial motor vehicle; and

(B) for an unlicensed driver or a driver holding a foreign non-commercial driver’s license, each conviction relating to the operation of a commercial motor vehicle.

(23) Not later than 1 year after the date of enactment of the Commercial Motor Vehicle Safety Enhancement Act of 2012, the State shall implement a system and practices for the exclusive electronic exchange of driver history record information on the system the Secretary maintains under section [31309](#), including the posting of convictions, withdrawals, and disqualifications.

(24) Before renewing or issuing a commercial driver’s license to an individual, the State shall

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request information pertaining to the individual from the drug and alcohol clearinghouse maintained under section 31306a.

(25) Not later than 5 years after the date of enactment of the Commercial Motor Vehicle Safety Enhancement Act of 2012, the State shall establish and maintain, as part of its driver information system, the capability to receive an electronic copy of a medical examiner’s certificate, from a certified medical examiner, for each holder of a commercial driver’s license issued by the State who operates or intends to operate in interstate commerce.

(b) State Satisfaction of Requirements.— A State may satisfy the requirements of subsection **(a)** of this section that the State disqualify an individual from operating a commercial motor vehicle by revoking, suspending, or canceling the driver’s license issued to the individual.

(c) Notification.— Not later than 30 days after being notified by a State of the proposed issuance of a commercial driver’s license to an individual, the Secretary or the operator of the information system under section [31309](#) of this title, as the case may be, shall notify the State whether the individual has a commercial driver’s license issued by another State or has been disqualified from operating a commercial motor vehicle by another State or the Secretary.

(d) State Commercial Driver’s License Program Plan.—

(1) In general.— A State shall submit a plan to the Secretary for complying with the requirements under this section during the period beginning on the date the plan is submitted and ending on September 30, 2016.

(2) Contents.— A plan submitted by a State under paragraph (1) shall identify—

(A) the actions that the State will take to address any deficiencies in the State’s commercial driver’s license program, as identified by the Secretary in the most recent audit of the program; and

(B) other actions that the State will take to comply with the requirements under subsection (a).

(3) Priority.—

(A) Implementation schedule.— A plan submitted by a State under paragraph (1) shall include a schedule for the implementation of the actions identified under paragraph (2). In establishing the schedule, the State shall prioritize actions to address any deficiencies highlighted by the Secretary as critical in the most recent audit of the program.

(B) Deadline for compliance with requirements.— A plan submitted by a State under paragraph (1) shall include assurances that the State will take the necessary actions to comply with the requirements of subsection (a) not later than September 30, 2015.

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(4) Approval and disapproval.— The Secretary shall—

(A) review each plan submitted under paragraph (1);

(B)

(i) approve a plan if the Secretary determines that the plan meets the requirements under this subsection and promotes the goals of this chapter; and

(ii) disapprove a plan that the Secretary determines does not meet the requirements or does not promote the goals.

(5) Modification of disapproved plans.— If the Secretary disapproves a plan under paragraph (4), the Secretary shall—

(A) provide a written explanation of the disapproval to the State; and

(B) allow the State to modify the plan and resubmit it for approval.

(6) Plan updates.— The Secretary may require a State to review and update a plan, as appropriate.

(e) Annual Comparison of State Levels of Compliance.— The Secretary shall annually—

(1) compare the relative levels of compliance by States with the requirements under subsection (a); and

(2) make the results of the comparison available to the public.